

Group Project Management Controller

Logika Group

Location: London

Role Location

The role is full time and on-site, based in our London office (near Farringdon underground station) with some travel required to our other offices.

The Company

Logika Group is a leading independent environmental consultancy, underpinned by a growing team of experts in environmental policy, strategy, design, and assessment.

With offices in London, Bristol, Warrington, Brighton, Leeds and Belgium, Logika Group comprises four specialist sister companies: Logika Consultants, Air Quality Consultants, Noise Consultants, and Logika Europe.

Over the last 30+ years, we have achieved sustained growth and honed our provision of high-quality services, while securing a large volume of repeat business from satisfied clients. We were recognised as a 'top 25 leading player' in UK Environmental and Sustainability Consulting by Environmental Analyst.

We pride ourselves on being able to:

- Employ the best people to provide the highest quality advice
- Provide a personal service
- Deliver meaningful work to a high technical standard, which protects and improves the environment
- Design innovative cross-disciplinary solutions

With a proven track record of success, Logika Group has been involved with UK Government expert groups and European Commission working groups, provided expert evidence at Public Inquiries, and helped clients gain planning consent for thousands of projects.

Logika Group is underpinned by our values of **Community, Collaboration and Integrity** – developed by our staff members to reflect our shared principles, approach to our work, and positive company culture.

The Role

The core responsibility of this role is to maintain the ongoing accuracy and integrity of all data relating to group consultancy projects and their associated workflows, during a period of significant software configuration and change.

You will take ownership for all elements of project reporting across the Group, and it is vital that you “own” the information and outputs from the ongoing project data.

Key Responsibilities:

- A central responsibility will be managing and developing the Project Summary Reports. These reports provide a consolidated view of the status of all live, revenue-generating projects and draw upon multiple data sources. You must ensure that the reports remain accurate, up-to-date, and aligned with evolving business and system requirements.
- Working collaboratively across the group - scheduling frequent meetings with key project managers to support the business and to challenge discrepancies in project outputs (WIP, invoices, budgets).
- To be the first point of contact internally and externally for project information and status updates as well as creating new projects from the ground up and budgeting.
- Assist in regular reporting relating to project summaries and progress / risks / performance.
- Key software superuser – responsible for ad hoc training and assisting other colleagues, following our imminent software migration.
- Support the finance department with ongoing forecasting accuracy (financial) and to assist with debt chasing and monitoring working capital through WIP reviews.
- Responsibility for the accuracy of the central purchase order process for the group.
- Assist the Operations Manager, Leadership Team and Finance Director with ad-hoc tasks / projects.

Skills and experience required:

- Excellent organisation skills with the ability to manage workloads efficiently in a fast-paced, deadline-driven environment.
- Self-motivated and initiative-taking, with a track record of taking initiative and driving tasks through to completion.
- Proficiency in Microsoft Office tools—especially Excel —along with confidence in learning new digital platforms and systems.
- Exceptional attention to detail, particularly in reviewing and interpreting large amounts of data and reports. Experience of ongoing monitoring of complex projects and data sources would be desirable.
- Strong verbal and written communication skills, capable of liaising confidently across all levels of the business and multiple stakeholders.
- Sector experience is not a prerequisite but would be advantageous.

Qualifications

- 5 GCSEs grades A*- C/9-4 or equivalent (including English and Maths)

What we offer

We are a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

Alongside a competitive salary, we offer a range of formal benefits and training, and development programmes to enhance employee satisfaction and professional development. These include, an enhanced pension scheme, private medical insurance, competitive annual leave entitlement which grows with length of service, additional annual leave purchase scheme, rail and bus season ticket loans, cycle scheme, group life assurance, staff training and CPD programme, employee recognition awards, social value programme and more.

Furthermore, we ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders, and readily available support through our Employee Assistance programme.

Logika Group's Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

How to apply

Please apply using the application form on our website – www.logikagroup.com/careers
If you have any questions on the role and/or group, then send them through to careers@logikagroup.com.

Further information is available on our websites:

www.aqconsultants.co.uk | www.noiseconsultants.co.uk | www.logikaconsultants.co.uk
www.logikagroup.com